

SOLID WASTE PROGRAM REPRESENTATIVE

DISTINGUISHING FEATURES

The fundamental reason the Solid Waste Program Representative position exists is to perform technical office and field inspection work in the enforcement of the City's refuse and recycling ordinances for the Solid Waste Management Division of the Municipal Services Division. This classification is non-supervisory. Work is performed under the general supervision of the Solid Waste Management Director.

ESSENTIAL FUNCTIONS (duties may include, but are not limited to)

Visually inspects alleys and trash containers for compliance with health regulations; tags containers for violations and notifies businesses or residents of violation verbally or in writing.

Enforces the City's solid waste codes and ordinance by visually inspecting sites, containers, and structures to determine compliance; communicates violations to persons responsible and follows up to ensure that necessary corrections are made; prepares reports regarding enforcement problems.

Monitors private haulers' license to ensure that vendors are complying with City license applications and revenue payments.

Educates diverse groups of people by explaining solid waste refuse and recycling policies and procedures; creates and revises brochures and booklets regarding services provided; conducts oral presentations in relation to solid waste and environmental awareness to businesses, schools and associations.

Prepares statistical reports on container usage, community participation in recycling, enforcement problems, private hauler usage, etc.

Reads blueprints and enclosure plans to determine compliance with ordinance.

Attends meetings with federal, state and county agencies regarding regulations of environmental, refuse and recycling material.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

City of Scottsdale codes, ordinances and regulations in handling of refuse, recycling and hazardous material.

Ability to:

Work weekends, holidays and special events.

Lift up to 60 pounds.

Work in small, cramped areas as well as climb in and out of large refuse containers.

Traverse over rough, uneven or rocky surfaces.

Work in a variety of adverse weather conditions including extreme heat and exposure to the elements.

Establish and maintain an effective working relationship with co-workers, city management, vendors, other governmental agencies, and the general public.

Operate a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.

Keep written records.

Prepare reports verbally and in writing, and present facts clearly and concisely.

Communicate effectively, both orally and in writing.

To analyze and interpret City codes, ordinances and regulations.

Education & Experience

Two years of experience in the handling of refuse, recycling and/or hazardous material. Public contact experience, preferably including the application and interpretation of rules and regulations, is required.

Must possess and maintain during this position a valid Arizona Driver's License, with no major driving citations in the last 39 months for all driving positions.

Special Requirement

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date, or obtain within six months of promotion or hire. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements and is subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

FLSA Status: Exempt or Non-exempt

HR Ordinance Status: Classified or Unclassified